

## 2007 ATLANTA FEB EMPLOYEE OF THE YEAR AWARDS

### AWARD CATEGORIES (reflects changes effective January 2007)

#### **A. Outstanding Manager**

Candidates should be the manager, deputy, or assistant manager of a branch, division, or facility, or the military equivalent. Candidates should demonstrate exceptional performance, integrity, accountability, vision, resource management, personnel or financial administration, and strides in EEO and diversity management. (Excludes local heads of installations and agencies, such as Regional Administrators, Secretary's Representatives, etc.)

#### **B. Outstanding Supervisor**

This category recognizes skill in planning and directing the work of others, enhancing organizational efficiency, guiding employee development and goal setting, mentoring and coaching performance to develop skills and abilities to the fullest extent, and innovative program implementation.

#### **C. Outstanding Scientific Award**

Nominee must be employed in a non-supervisory scientific, medical, engineering, research, biological, or other technical position.

#### **D. Outstanding Professional Award**

Nominee must be employed in a non-supervisory professional field that could include Contracting Specialist, Accountants, Personnel Specialists, Tax Auditors, Automation Specialists, or other similar professions (excluding supervisory and assistant/support personnel).

#### **E. Outstanding Achievement in Diversity**

This award honors outstanding leadership or accomplishments in diversity. This could include a variety of positive initiatives, actions, or programs that solved problems impacting the workforce, introduced or managed effective conflict resolution, enhanced opportunities in upward mobility or professional development, mentoring, special emphasis programs, Alternatives Dispute Resolution, etc.

#### **F. Outstanding Technician Award**

Nominee must be employed in a technician position such as Electronics Technician, Engineering Technician, Accounting Technician, Personnel Assistant, Medical Technologist, Military Technician, etc.

#### **G. Outstanding Trade or Craft**

This category recognizes employees who perform skilled or unskilled work involved in any of the manual trades, crafts, or laboring occupations (toolmaker, illustrator, wage grade employees, etc.)

#### **H. Outstanding Secretarial or Administrative Support**

This category honors employees who perform work in typing and/or stenography, correspondence control and tracking, data transcription, filing, receptionist duties, or other general administrative support functions.

#### **I. Outstanding Award for Heroism**

Nominees must have demonstrated outstanding courage, bravery, and the voluntary risk of personal safety in the face of danger in an emergency situation. The act of heroism or valor could occur while on or off official duty.

**J. Outstanding Team Award**

This category honors teams of employees who have made an outstanding contribution to achieving a special project, accomplishing their agency's mission, achieving a significant cost reduction, or providing exceptional service to a customer or the public. This award is not for recognizing groups of employees who perform volunteer service away from the office.

**K. Outstanding Award for Volunteer Service-The Thomas Liederbach Memorial Award (Individual)**

The Thomas Liederbach Memorial Award for Individuals recognizes outstanding unpaid volunteer work within the community. Candidates must have contributed time and talents without pay or other compensation during non-duty hours away from work. These voluntary activities should not be a part of normal job duties. Volunteer service may span a wide range of activities that help others in need through work in civic, community, or humanitarian activities.

**L. Outstanding Award for Volunteer Service-The Thomas Liederbach Memorial Award (Group)**

Candidates must have contributed time and talents without pay or other compensation during non-duty hours away from work. These voluntary activities should not be a part of normal job duties. Group members should all be involved in the same volunteer effort with the goal of accomplishing good works for a particular cause or individual. Volunteer service may span a wide range of activities that help others in need through work in civic, community, or humanitarian activities.

**M. Outstanding Customer Service Award**

This category recognizes an individual or group that provides significant value-added services to a customer. Such as exceeding customer service goals; improving service in a significant way; reducing "red-tape" for customers; or documenting service "results" using customer feedback.

**N. Outstanding Employee with a Disability**

This category recognizes an individual who has exerted extra effort to overcome challenges presented by a disability to make a significant contribution to the employing organization.

**O. Outstanding Law Enforcement**

This category recognizes Uniformed Law Enforcement Officers who demonstrate outstanding enforcement of civil or criminal laws and protection of life and/or property.

**P. Outstanding Partnership Award (Interagency)**

This category recognizes a group for exemplary efforts and contributions, which required significant coordination, planning, and interaction with various governmental units across agency jurisdictions within the Federal government.

**Q. Outstanding Partnership Award (External)**

This category recognizes a group for exemplary efforts and contributions, which required significant coordination, planning, and interaction with private companies, individuals or groups; state/local governments; or other organizations outside of the Federal government.

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### AWARD FORMAT AND CRITERIA

#### Point System

All nominations will be rated on a point scale. Twenty (20) points is the highest number of points that can be awarded for individual or team nominations. When the federal screening panel meets to screen and narrow all the nominations down to three finalists in each category, they will use the following rating elements and point scale:

- |                     |  |
|---------------------|--|
| 1. Performance      | 1 to 6 points, 6 being the highest score |
| 2. Impact           | 1 to 6 points, 6 being the highest score |
| 3. Self Development | 1 to 4 points, 4 being the highest score |
| 4. Recognition      | 1 to 4 points, 4 being the highest score |

The "Blue Ribbon" panel will use the same rating elements and point scale when reviewing the finalist nominations. These scores will be compiled and totaled by the Host Committee to select the winner in each category. Point scores must total to the exact same amount to declare a tie in any category.

#### Nominations

Nomination narratives are limited to four pages, in a reasonable, legible type font. The four pages do not include the nomination cover form and the nominee's Privacy Act statement. All nominations must address the following elements:

##### **1. Performance**

The nominee should have a record of exceptional performance and devotion to federal service as demonstrated by cooperation, competence, efficiency, suggestions, special acts, and leadership exceeding the regular requirements of the position. **NOTE:**

- For nominations in the managerial and supervisor categories, include information on the nominee's ability to motivate employees, problem solving skills, skills and abilities at recognizing and dealing effectively with labor relations situations, and fiscal and human resource management.
- For nominations in the team award category, describe how the accomplishments are clearly beyond normal job expectations for the team. Provide quantitative data to the extent possible, which would include outcomes such as productivity, improvement, money saved, number of customers impacted, etc.
- For nominations in the volunteer service award categories, provide a description of the actual service performed and devotion to the individual, group, cause, or organization receiving the voluntary services. Include the amount of time the nominee or team spends each month in these volunteer services.

##### **2. Impact**

Specify how and to what extent the performance described has a direct, meaningful impact on the nominee's own job assignment, or other activities or programs of your local agency or organization, on your mission, or the community or public at large. **NOTE:**

- For Outstanding Award for Volunteer Service-The Thomas Liederbach Memorial Award (Individual or Group), specify how and to what extent the nominee's or group's voluntary contribution has a direct and beneficial impact on the individual, group, cause or organization receiving the service. ***This award is for activities performed during non-duty hours.***

##### **3. Self Development**

Completion of any formal classroom training or other education that has improved the nominee's or team's efficiency/job skills and increased individual or team potential. This self-development could be provided/funded by the agency or arranged/completed on the nominee's or team's own time.

##### **4. Recognition**

List any special awards, commendations or other recognition for special acts, inventions, suggestions, superior performance, or organizational recognition. This could also include election to office, significant committee assignments, honorary memberships, etc. **NOTE:**

- If there is a team or group award category, this criteria applies to entire team/group and not individual members.